



HOST APPLICATION FORM

This application form is for Isle of Man based businesses, Government Departments or third sector organisations interested in hosting a Step student to work on an 8 week summer 2024 project within their organisation.

The Step Programme is administered on the Isle of Man by the Isle of Man Government's Department for Enterprise.

Application forms should be returned to: **The Step Programme, Enterprise Support, Department for Enterprise, 1st Floor, St Georges Court, Upper Church Street, Douglas, Isle of Man, IM1 1EX** or by emailing a copy to Step@gov.im

General Information

Registered name of business/organisation/charity:	
If a registered charity please detail your Reg. Charity number:	
Address of business/organisation/charity:	
Address at which the student will be based (if different from above):	
Your email address:	
Your contact number:	
Principal activity of organisation (product/services offered):	
Number of employees:	
How did you hear about Step?	
Has your business has a Step student previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Project Information

Please describe the project you wish your Step student to undertake:			
Please provide an overview of the desired outcome of this project?			
Who will take responsibility for the undergraduate for the duration of the project?			
Name	Position	Email	Telephone
Your student will be studying for a degree. What subjects/courses do you think might be most relevant?			
Please state the particular benefits that the student might gain through working in your organisation:			
Will your Step student require a valid driving license? If YES, please detail why.		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Any other information you feel relevant?

Please ensure you complete the declarations on this page to ensure your application is complete.

Declaration

I confirm that we can offer a student project-based work and that our organisation has public and employee liability insurance which would cover the student for the duration of the project. **Mandatory.**

I acknowledge that the Department will invoice my organisation for the full cost of the student placement on completion of the project. (Based on the living wage). **Mandatory.**

I understand and permit that the information provided will be used by the Isle of Man Department for Enterprise in accordance with the Data Protection Act 2018 for the purposes of the administration of the Step Programme. The Department will not share your details with third parties without firstly seeking your permission. **Mandatory.**

I would like to sign up to receive the Department for Enterprise's newsletter and receive information regarding the business support schemes, news and events etc. **Optional.**

I understand that the information that I have provided on this application form will be used by the Isle of Man Department for Enterprise to match host organisations with students. **Mandatory.**

I understand that should I be matched with a student and a project completed, details of the project including host feedback and the student's submissions (presentation and report) will be shared with a third party judge(s). **Mandatory.**

To view our Privacy Policy, please visit:

<https://www.iomdfenterprise.im/policy/privacy-policy>

Signature:

Print name:

Position:

Date: